



**WASHINGTON STATE
DEPARTMENT OF REVENUE
Unclaimed Property Section**

**Instructions For
Completing The
Detail Report For
Unclaimed Property**

Use the Detail Report for Unclaimed Property to report individual abandoned items. Abandoned items are defined in the Uniform Unclaimed Property Act RCW 63.29.

Please type or print legibly.

- A. HOLDER:** Enter the holder's name and address exactly as it appears (after corrections, if any) on the Summary Report for Unclaimed Property.
- B. HOLDER NUMBER:** Enter the Washington State unclaimed property holder number assigned to you, if known. Use this number on all related correspondence.
- C. REPORT YEAR:** Enter the year for which the report is being filed.
- D. PAGE:** Enter the page number of the report (for example, 1 of 2).
- E. COLUMN ENTRIES:**

Aggregates - Items under \$25.00 may be reported in one aggregate amount for each property type. All aggregates should be the first items on the report. The first line of the report is shaded as a reminder to report aggregates first.

Individual Items - Please group individual items by property type.

Column 1: Enter the property category code for each unclaimed property item. Refer to the back of the Summary Report for Unclaimed Property for a listing of codes.

Column 2: Enter the identifying number of each item (check number, account number, etc.).

Column 3: List last name, full first name and full middle name. Please include information to aid in identification of an individual, such as Jr., Sr., Miss, Mrs., etc., after the middle name (for example, Smith, Jane Ann, Mrs.).

Corporate titles, etc., must be entered exactly as adopted. The word "The" should be omitted when it is the first word in a title. If there are two or more owners, the names of all must be shown along with the relationship (for example, "and", "or", "trustee for", "trustee under the Uniform Gift to Minors Act (UGMA)", etc.).

If an owner's name is unknown for an item, please enter "UNKNOWN" as the name.

When reporting certified or cashiers checks, list the name of the payee. For money orders and travelers checks, enter the identification number in column 2 and "money order" or "travelers check" in column 3.

Column 4: List the complete last known address even if you have documentation that indicates that the last known address is not valid. **(This information is vital in identifying the proper owner when claims are processed.)** If no address is available write "UNKNOWN".

Column 5: Enter the owner's social security number.

Column 6: Enter the owner's "Last Activity Date". For example, the date of the last deposit or withdrawal, the date a check or draft was issued, last written communication, etc.

Column 7: Enter the total amount due the owner before any deductions.

Column 8(a): Indicate type of deductions taken using these codes:

"S" for service charge deducted

"I" for interest deducted or discontinued

“D” for dividends deducted or discontinued

Column 8(b): Enter the amount of any deductions imposed due to inactivity or dormancy of the property.

No deductions may be taken from any funds held by:

- ➔ life insurance companies
- ➔ property held in the course of dissolution
- ➔ property held by fiduciaries
- ➔ property held by public agencies, authorities, corporations or courts

Deductions may not be taken from an item after June 30 of the year in which it became reportable. Items must be reported even when the total of the deductions equals or exceeds the value of the item. Authorizing documentation must be attached for any deductions taken.

Column 9: If the property reported is interest bearing to the owner, report the interest rate in

percent. (Example: 6.25%). The Department will continue to pay the reported rate of interest for up to ten years.

Column 10: For each item, subtract column 8(b) from column 7. Enter this amount in column 10.

F. PAGE TOTALS: Enter page totals for columns 7, 8, and 10.

G. GRAND TOTAL: Add the total of column 10 from all pages and enter on last page. Remit this amount to the Department of Revenue.

The report page(s) should be completed and mailed with the Summary Report for Unclaimed Property along with remittance before November 1.

COMPUTER PRINTOUTS & ELECTRONIC REPORTS: Computer output may be accepted by the Department as a report of unclaimed property if it follows the format of the form (**prior approval mandatory**). Electronic reporting must have prior approval from the Department.

ADDITIONAL FORMS: Photocopies are acceptable.

ADDITIONAL INFORMATION:

If you have questions regarding your reporting obligations, please contact us.

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Unclaimed Property Section
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To inquire about the availability of this form in an alternate format for the visually impaired or in a language other than English, please call (360) 753-3217. TTY users may call (800) 451-7985.